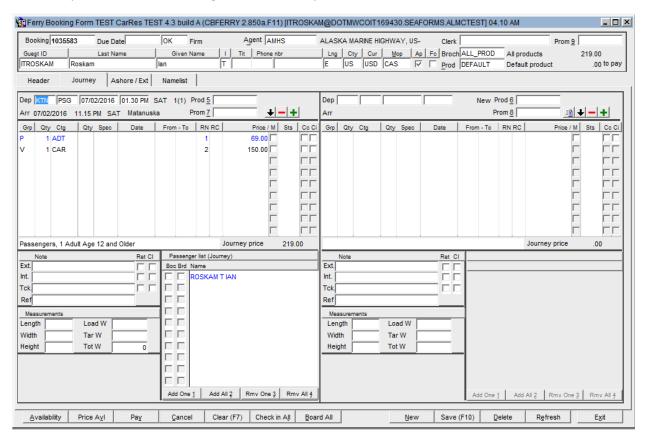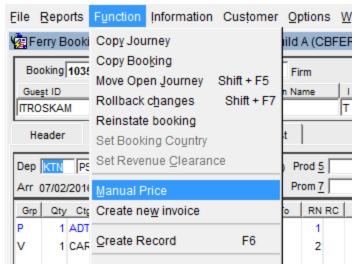# Manual Price

Sometimes it is necessary to manually price an item. This document contains instructions on how to manually price an item. It does not attempt to address when it is appropriate to do so. The current policy should be followed when manually pricing items or fees in CarRes.
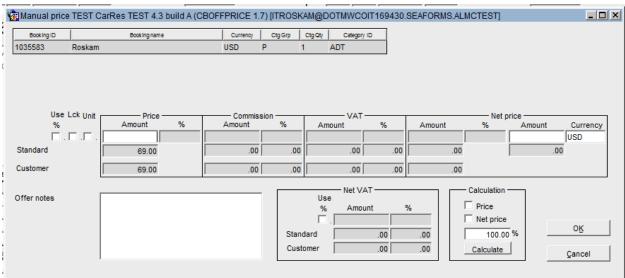
Not all users will be able to follow these instructions. Privilege must be granted by a system administrator to manually price booking rows and an additional privilege is required to manually price fees.

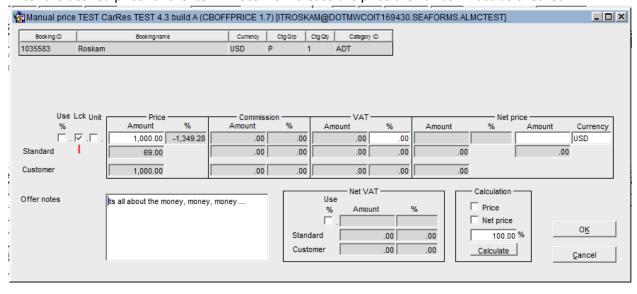This example starts with a booking that was already created.

To override the price of an item select the line you would like to update. Navigate to Function->Manual Price in the menu.
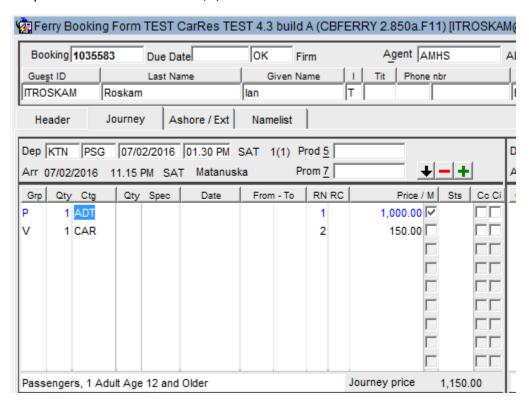
Enter the desired price for the item. **Note**: To increase the price the Lck box must be checked.
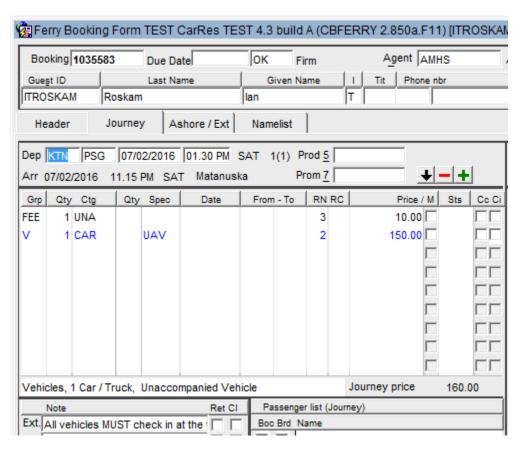
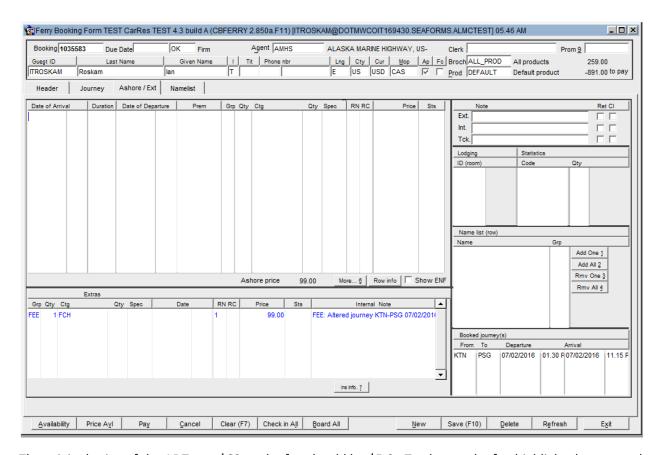The price of the ADT row is now $1,000 as entered in the Manual Price form.
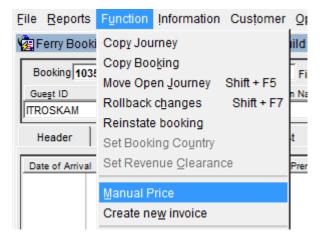

The process is the same to override FEEs.

In this case the customer decided $1000 was simply too much and wanted to send their car unaccompanied. The booking was updated to reflect these changes.
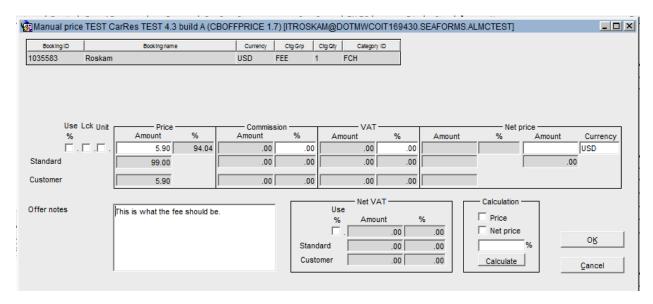
Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM

Booking 1035583   Due Date   OK   Firm   Agent AMHS

Guest ID	Last Name	Given Name	I	Tit	Phone nbr
ITROSKAM	Roskam	Ian	T		

Header   Journey   Ashore / Ext   Namelist

Dep KTN   PSG   07/02/2016   01.30 PM   SAT   1(1)   Prod 5
Arr 07/02/2016   11.15 PM   SAT   Matanuska   Prom 7

Grp	Qty Ctg	Qty Spec	Date	From - To	RN RC	Price / M	Sts	Cc Ci
FEE	1 UNA				3	10.00		
V	1 CAR	UAV			2	150.00		

Vehicles, 1 Car / Truck, Unaccompanied Vehicle   Journey price   160.00

Note	Ret Cl	Passenger list (Journey)
Ext. All vehicles MUST check in at the		Boc Brd Name

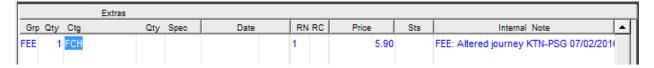The reduction in value triggered a 10% fee of the reduction. The fee can be seen in the Ashore/Ext tab.

The original price of the ADT was $69 so the fee should be $5.9. To change the fee highlight the row and navigate to Function->Manual price in the menu.

Enter the correct price of 5.9.

In this case the Lck box does not need to be checked. CarRes will always give the customer the best price unless the Lck box is checked.

To completely override a fee simply set the price to zero.